

Director of Training

29 May 1953

Deputy Director of Training (General)

TBO Weekly Summary Report

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1. The Director of Training proposed to the CIA Career Service Board that it review and approve a statement of training policies related to the Agency's Career Service Program in order that the function of training might be exercised more directly as an integral part of the career service in the Agency. The policies were concerned with: individual qualifications requisite to training, and selection of individuals by the DCI upon recommendation of the CIA Career Service Board for training in the development of high-level executive, policy, and planning skills. For all other types of training, either inside the Agency or at external facilities, selection will be made by the Director of Training.

The statement was approved by the Career Service Board with the following modifications: (1) policies to be limited to training at non-CIA facilities, (2) training to be provided normally, but not exclusively, to career employees, (3) requests for training, including the Department of Defense schools and colleges, must have the endorsement of the Office Head or Staff Chief in order to be considered by the Director of Training, and (4) Utilization of personnel within the Agency upon completion of training to be determined prior to training.

2. At the request of the PM Staff a program of on-the-desk training has been established for specially qualified and assessed Junior Officer Trainees over an approximately one-year period. The course has been carefully outlined by the PM Staff and will include extensive selected readings, indoctrination in the activities of each division, screening of current intelligence publications and cables, debriefings of personnel, and assigned projects. All activities will be directly supervised by an officer assigned to this task.

3. Fifty-one employees will attend the graduate program on the USSR at the School of Advanced International Studies (21 June - 21 August). About forty will be full-time students taking the equivalent of about fourteen credit hours.

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